



## JOB DESCRIPTION

<b>TITLE:</b>	<b>Human Resources Manager</b>	<b>LAST UPDATED:</b>	August 8, 2014
<b>DEPARTMENT:</b>	Human Resources	<b>SALARY:</b>	
<b>REPORTS TO:</b>	City Manager/Assistant to City Manager	<b>FLSA DESIGNATION:</b>	Exempt

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**Summary:** The Human Resources Manager is responsible for leading Human Resources activity in the following areas: employee relations, recruiting and employment, performance management, employee training, policy development and legal compliance, and organizational development. This position assists staff and City Manager with Special projects as needed. Performs other tasks as needed.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) duties include but are not limited to the following.*

### **Essential Job Functions:**

- Serves as front line resource to managers and employees regarding employment procedures; responds to questions from and advises employees regarding City policies and processes.
- Responds to questions from and advises applicants and the general public regarding City's employment policies and processes.
- Places employment opportunity advertisements in local newspapers, websites and posts vacancies on city web site.
- Assist department managers in the selection process. This includes conducting creating advertising brochures, preliminary screenings of applications, assisting with interview questions and procedures, and sending notification letters to candidates as directed.
- Schedules and monitors results of pre-employment drug screens, physical examinations, driver's license and background checks for individuals selected for employment; schedules and monitors the Department of Transportation mandated random drug and alcohol testing program for specified positions and annual MVR audits.
- Processes new employee paperwork and enrolls new employees for benefits.
- Organizes and conducts new employee orientations, explaining benefits, forms, policies and procedures to new employees.
- Processes paperwork of separating employees, notifies benefit providers, payroll, and maintains permanent employee files.
- Responds to and resolves inquiries and complaints regarding benefits billing issues, researches and provides information on employee/dependent coverage, and resolves billing issues with Finance Department.
- Coordinates with Police and Fire on various exams to proctor and validate.
- Coordinates, researches and implements training programs for employee needs.
- Compiles information, researches issues, and composes special reports to provide information and support to management.

### **Other Important Duties:**

- Provides employment information to applicants and responds to inquiries related to employment opportunities with the City.
- Travels to attend meetings, conferences and training.
- Participates in budget preparation to include trainings, seminars, etc.

- Investigate complaints and produce results and solutions to the problems.
- Assist in Public Record Requests, sending information timely.
- Maintain personnel records in a well-organized system.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of Federal, State and City rules, regulations, guidelines, policies and procedures related to compensation, classification, and other human resources areas.
- Knowledge of customer service and public relations practices and methods.
- Knowledge of research, analysis, development, implementation and enforcement of all personnel functions, practices and procedures.
- Knowledge of computers and related equipment, hardware and software for utilization of Human Resources Information Systems to track and implement employee payroll, leave, benefits, training and overtime.
- Knowledge of Microsoft Office and the ability to use programs as needed.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in resolving employee and customer complaints and concerns.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Human Resources Management or related field, and one (1) year of Human Resources experience; or equivalent combination of education and experience.
- Must pass a pre-employment drug screen, and/or post-offer physical exam.
- Must possess State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extended periods of standing or sitting when presenting safety information, negotiating contracts or agreements.
- May be subject to bending, reaching, kneeling and lifting such as when retrieving files, records and reports and setting up audio visual equipment
- May be exposed to hostile or angry employees and customers.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, and telephone.